Org-Mode Reference Card (1/2)

(for version 3.21)

Getting Started

Put the following in your ~/.emacs[1]

```
(autoload 'org-mode "org" "Org mode" t)
(autoload 'org-diary "org" "Org mode diary entries")
(autoload 'org-agenda "org" "Agenda from Org files" t)
(autoload 'org-store-link "org" "Store org link" t)
(autoload 'orgtbl-mode "org" "Orgtbl minor mode" t)
(autoload 'turn-on-orgtbl "org" "Orgtbl minor mode")
(add-to-list 'auto-mode-alist '("\\.org$" . org-mode))
(define-key global-map "\C-cl" 'org-store-link)[2]
(define-key global-map "\C-ca" 'org-agenda)[2]
```

For the many customization options try	M-x org-customize
To read the on-line documentation try	M-x org-info

Visibility Cycling

rotate current subtree between states	TAB
rotate entire buffer between states	S-TAB
show the whole file	C-c C-a

Motion

next heading	C-c C-n
previous heading	C-c C-p
next heading, same level	C-c C-f
previous heading, same level	C-c C-b
backward to higher level heading	C-c C-u
jump to another place in document	C-c C-j

Structure Editing

insert new heading at same level as current	M-RET
insert new TODO entry	M-S-RET
promote current heading up one level	M-LEFT
demote current heading down one level	M-RIGHT
promote current subtree up one level	M-S-LEFT
demote current subtree down one level	M-S-RIGHT
move subtree/list item up	M-S-UP
move subtree/list item down	M-S-DOWN
kill subtree	C-c C-x C-w
copy subtree	C-c C-x M-w
yank subtree	C-c C-x C-y
archive subtree	C-c $

To set archive location for current file, add a line like[3]:
#+ARCHIVE: archfile::* Archived Tasks

Filtering and Sparse Trees

show sparse tree for all matches of a regexp	C-c /
view TODO's in sparse tree	C-c C-v
create sparse tree with all deadlines due	C-c C-w
time sorted view of current org file	C-c C-r
agenda for the week	C-c a2
agenda for date at cursor	C-c C-o

TODO Items

rotate the state of the current item	C-c C-t
view TODO items in a sparse tree	C-c C-v
set the priority of the current item	C-c , [ABC]
remove priority cookie from current item	C-c , SPC
raise priority of current item	S-UP[4]
lower priority of current item	S-DOWN[4]

per-file TODO workflow states: add line(s) like[3]:
#+SEQ_TODO: TODO PROCRASTINATE BLUFF DONE
per-file TODO keywords: add line(s) like[3]:
#+TYP_TODO: Phil home work DONE

Timestamps

prompt for date and insert timestamp	C-c .
like C-c . but insert date and time format	C-u C-c .
Like C-c . but make stamp inactive	C-c !
insert DEADLINE timestamp	C-c C-d
insert SCHEDULED timestamp	C-c C-s
create sparse tree with all deadlines due	C-c C-w
the time between 2 dates in a time range	C-c C-y
change timestamp at cursor by −1 day	S-LEFT[4]
change timestamp at cursor by +1 day	S-RIGHT[4]
change year/month/day at cursor by −1	S-DOWN[4]
change year/month/day at cursor by +1	S-UP[4]
access the calendar for the current date	C-c >
insert timestamp matching date in calendar	C-c <
access agenda for current date	C-c C-o
While prompted for a date:	
... select date in calendar	mouse-1/RET
... scroll calendar back/forward one month	< / >
... forward/backward one day	S-LEFT/RIGHT
... forward/backward one week	S-UP/DOWN
... forward/backward one month	M-S-LEFT/RIGT

Links

globally store link to the current location	C-c l[2]
insert a link (TAB completes stored links)	C-c C-l
insert file link with file name completion	C-u C-c C-l
open link at point	C-c C-o
open file links in emacs	C-u C-c C-o
open link at point	mouse-2
open file links in emacs	mouse-3

Link types

<http://www.astro.uva.nl/~dominik>	on the web
<mailto:adent@galaxy.net>	EMail address
<news:comp.emacs>	Usenet group
<file:/home/dominik/img/mars.jpg>	file, absolute
<file:papers/last.pdf>	file, relative
<file:~/code/main.c:255>	file with line nr.
<bbdb:Richard Stallman>	BBDB person
<shell:ls *.org>	shell command
<gnus:group>	GNUS group
<gnus:group#id>	GNUS message
<vm:folder>	VM folder
<vm:folder#id>	VM message
<vm://myself@some.where.org/folder#id>	VM remote

Wanderlust <wl:...> and RMAIL <rmail:...> like VM

Tables

Creating a table

insert a new Org-mode table	M-x org-table-create
... or just start typing, e.g.	|Name|Phone|Age RET |- TAB
convert region to table	C-c C-c
... separator at least 3 spaces	C-3 C-c C-c

Commands available inside tables

The following commands work when the cursor is *inside a table*. Outside of tables, the same keys may have other functionality.

Re-aligning and field motion

re-align the table without moving the cursor	C-c C-c
re-align the table, move to next field	TAB
move to previous field	S-TAB
re-align the table, move to next row	RET

Row and column editing

move the current column left	M-LEFT
move the current column right	M-RIGHT
kill the current column	M-S-LEFT
insert new column to left of cursor position	M-S-RIGHT
move the current row up	M-UP
move the current row down	M-DOWN
kill the current row or horizontal line	M-S-UP
insert new row above the current row	M-S-DOWN
insert horizontal line below the current row	C-c -
insert horizontal line above the current row	C-u C-c -
sort lines in region	C-c ^

Regions

cut rectangular region	C-c C-x C-w
copy rectangular region	C-c C-x M-w
paste rectangular region	C-c C-x C-y
fill paragraph across selected cells	C-c C-q

Calculations

These need the Emacs calc package installed.

set and eval column formula	C-c =
set and eval named-field formula	C-u C-c =
edit formulas in separate buffer	C-c '
re-apply all stored equations to current line	C-c *
re-apply all stored equations to entire table	C-u C-c *

TAB, RET and C-c C-c trigger automatic recalculation in lines starting with: | # |.

rotate calculation mark through # * ! ^ _ $	C-#
display column number cursor is in	C-c ?
sum numbers in current column/rectangle	C-c +
copy down with increment	S-RET[4]

A formula can also be typed directly into into a field and will executed by TAB, RET and C-c C-c. A leading = introduces a column formula, := a named-field formula.

Example: Add Col1 and Col2	=$1+$2
... with printf format specification	=$1+$2;%.2f
... with constants from constants.el	=$1/$c/$cm
sum from 3rd hline above to here	:=vsum(&III)
apply current column formula	=

Miscellaneous

toggle visibility of vertical lines	C-c |
export as tab-separated file	M-x org-table-export
import tab-separated file	M-x org-table-import

Tables created with the table.el package

insert a new table.el table	C-c ~
recognize existing table.el table	C-c C-c
convert table (Org-mode ↔ table.el)	C-c ~

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Timeline and Agenda

show timeline of current org file	C-c C-r
... include past dates	C-u C-c C-r
add/move current file to front of agenda	C-c [
remove current file from your agenda	C-c]
cycle through agenda file list	C-,
compile agenda for the current week	C-c a[2]
agenda for date at cursor	C-c C-o

To set category for current file, add line[3]:
#+CATEGORY: MyCateg

Commands available in an agenda buffer

The agenda buffer is electric: single key presses execute commands.

View org file

show original location of item	SPC
... also available with	mouse-3
show and recenter window	l
goto original location in other window	TAB
... also available with	mouse-2
goto original location, delete other windows	RET
toggle follow-mode	f

Change display

delete other windows	o
switch to weekly view	w
switch to daily view	d
toggle inclusion of diary entries	D
toggle time grid for daily schedule	g
refresh agenda buffer with any changes	r
display the following org-agenda-ndays	RIGHT
display the previous org-agenda-ndays	LEFT
goto today	.

Remote editing

digit argument	0-9
change state of current TODO item	t
set priority of current item	p
raise priority of current item	S-UP[4]
lower priority of current item	S-DOWN[4]
display weighted priority of current item	P
change timestamp to one day earlier	S-LEFT[4]
change timestamp to one day later	S-RIGHT[4]
change timestamp to today	>
insert new entry into diary	i

Calendar commands

find agenda cursor date in calendar	c
compute agenda for calendar cursor date	c
show phases of the moon	M
show sunrise/sunset times	S
show holidays	H
convert date to other calendars	C

Quit and Exit

quit agenda, remove agenda buffer	q
exit agenda, remove all agenda buffers	x

Exporting

Exporting creates files with extensions *.txt* and *.html* in the current directory.

export as ASCII file	C-c C-x a
export visible text only (e.g. for printing)	C-c C-x v
export as HTML file	C-c C-x h
export as HTML and open in browser	C-c C-x b
prefix arg sets nb. of headline levels, e.g.	C-3 C-c C-x h
export as iCalendar file	C-c C-x i
export all agenda files as iCalendar files	C-c C-x C-i
combine all agenda files to single iCal file	C-c C-x C-c
insert template of export options	C-c C-x t
toggle fixed width for entry or region	C-c :

HTML formatting

make words **bold**	*bold*
make words *italic*	/italic/
make words <u>underlined</u>	_underlined_
sub- and superscripts	x^3, J_dust
TeX-like macros	\alpha, \to
typeset lines in fixed width font	start with :
tables are exported as HTML tables	start with |
links become HTML links	http:... etc
include html tags	@...@

Export options

Include additional information for export by putting these anywhere in the org file. Use M-TAB completion to make sure to get the right keywords. M-TAB again just after keyword is complete inserts examples.

the title to be shown	#+TITLE:
the author	#+AUTHOR:
authors email address	#+EMAIL:
language code for html	#+LANGUAGE:
free text description of file	#+TEXT:
... which can carry over multiple lines	#+TEXT:
settings for the export process - see below	#+OPTIONS:

Settings for the OPTIONS line

set number of headline levels for export	H:2
turn on/off section numbers	num:t
turn on/off table of contents	toc:t
turn on/off linebreak preservation	\n:nil
turn on/off quoted html tags	@:t
turn on/off fixed width sections	::t
turn on/off tables	|:t
turn on/off TeX syntax for sub/super-scripts	^:t
turn on/off emphasised text	*:nil
turn on/off TeX macros	TeX:t

Comments: Text not being exported

Text before the first headline is not considered part of the document and is therefore never exported. Lines starting with # are comments and are not exported. Subtrees whose header starts with COMMENT are never exported.

toggle COMMENT keyword on entry	C-c ;

Completion

In-buffer completion completes TODO keywords at headline start, TeX macros after "\", option keywords after "#-", and dictionary words elsewhere.

Complete word at point	M-TAB

Calendar and Diary Integration

To include entries from the Emacs diary in your Org-mode agenda:

(setq org-agenda-include-diary t)

To include your Org-mode agenda in your normal diary, make sure you're using the fancy diary display and in your ~/diary file add

&%%(org-diary)

to include all the files listed in org-agenda-files. For more selective file inclusion use a line for each file:

&%%(org-diary) ~/path/to/some/org-file.org

Remember-mode Integration

See the manual for how to make remember.el use Org-mode links and files. The note-finishing command C-c C-c will first prompt for an org file. In the file, find a location with:

rotate subtree visibility	TAB
next heading	DOWN
previous heading	UP

Insert the note with one of the following:

as sublevel of heading at cursor	RET
right here (cursor not on heading)	RET
before current heading	LEFT
after current heading	RIGHT
shortcut to end of buffer (cursor at buf-start)	RET
Abort	q

CUA and pc-select compatibility

Configure the variable org-CUA-compatibility to make Org-mode avoid the S-<cursor> bindings used by these modes. When set, Org-mode will change the following keybindings (also in the agenda buffer, but not during date selection). See note mark four[4] throughout the reference card.

S-UP → M-p	S-DOWN → M-n
S-LEFT → M--	S-RIGHT → M-+
S-RET → C-S-RET	

Notes

[1] The six autoload forms are only needed if Org-mode is not part of Emacs, or an XEmacs package.

[2] This is only a suggestion for a binding of this command. Choose you own key as shown under INSTALLATION.

[3] After changing a #+KEYWORD line, press C-c C-c with the cursor still in a line to make Org-mode notice the change.

[4] Keybinding affected by org-CUA-compatibility.